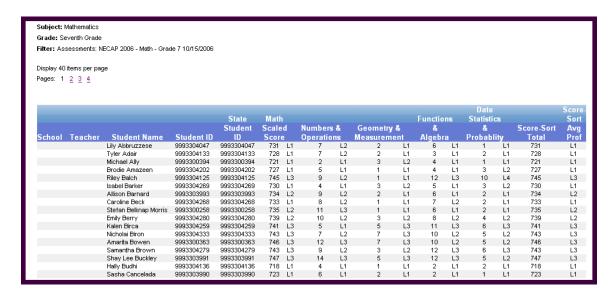
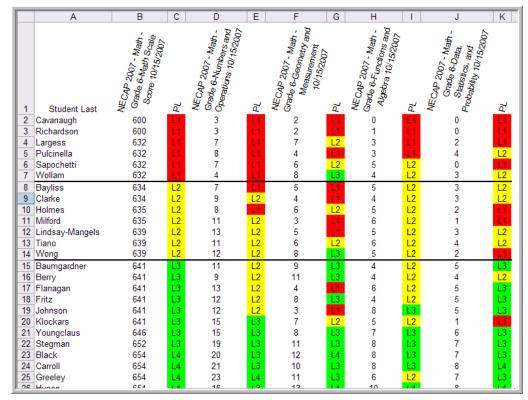
Assessment Scores Report

What It Looks Like:



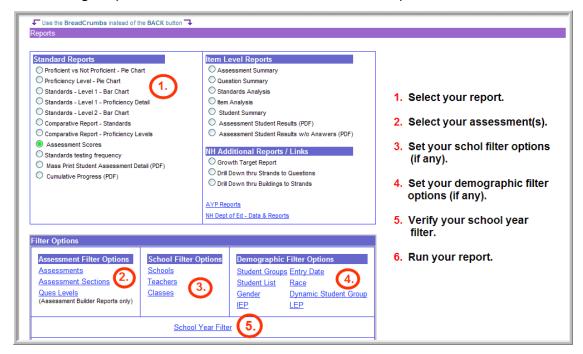


What It Shows You:

- Displays performance by section of the assessment with various sorting capabilities.
- Perfect report to run when you want to export information into another analysis tool such as SPSS.
- Reports will open in excel or CSV format.

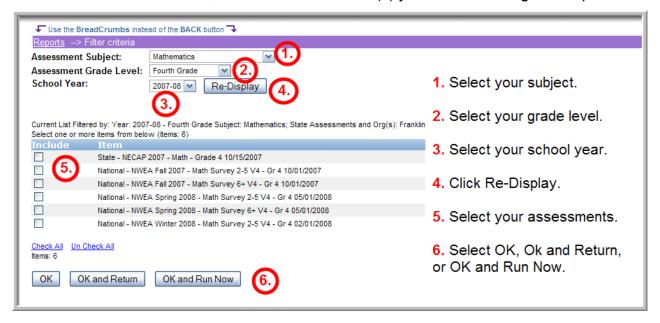
How You Build It:

The following steps will create the Assessment Scores report.

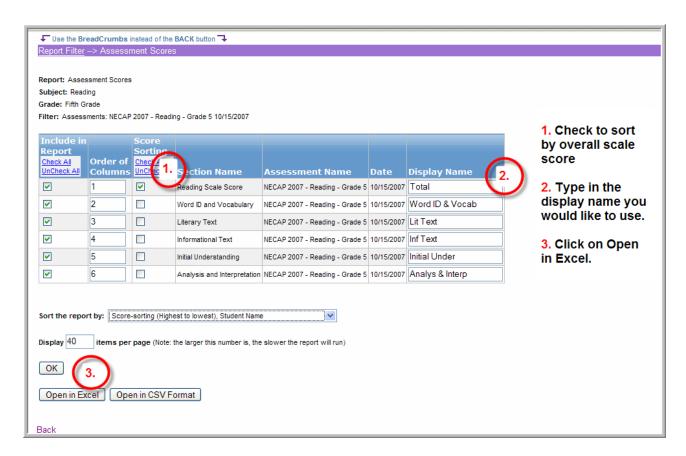


- 1. Left click once in the circle next to Standards Level 1 Bar Chart.
- 2. In the Assessment Filter Options, left click once on the blue underlined word Assessments to select which assessment you want to view.

On the Assessments screen, select the assessment(s) you want following the steps below.

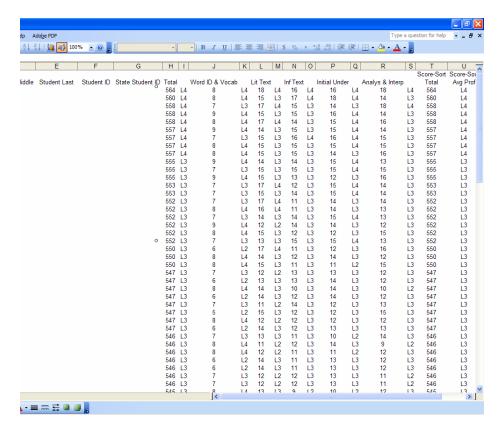


- 3. In the School Filter Options, left click once on each of the options if you want to narrow your results to a specific school building, teacher, or class.
- 4. In the Demographic Filter Options, left click once on any of the demographic filters you want to use (if any).
- 5. If you did use the Demographic Filter Options, left click once on the School Year Filter, to ensure that you are viewing demographic data for the year prior.
- 6. Run the report.

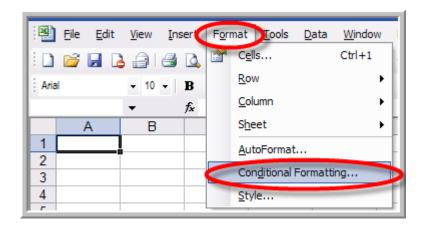


This will open in Excel so that you can add some conditional formatting to enhance the report.

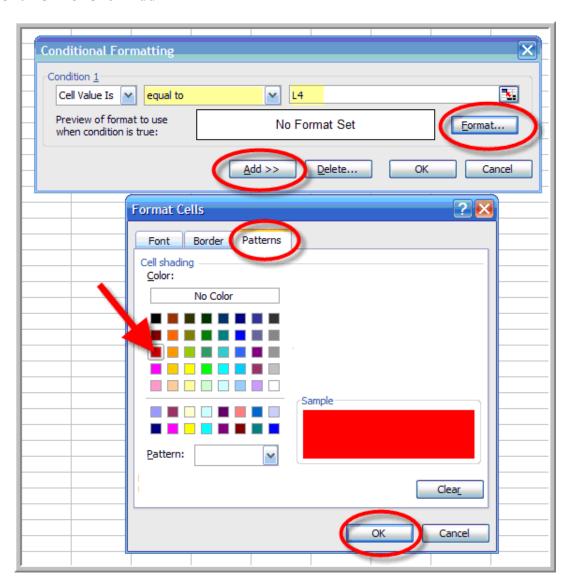
Without formatting, the report looks like this:



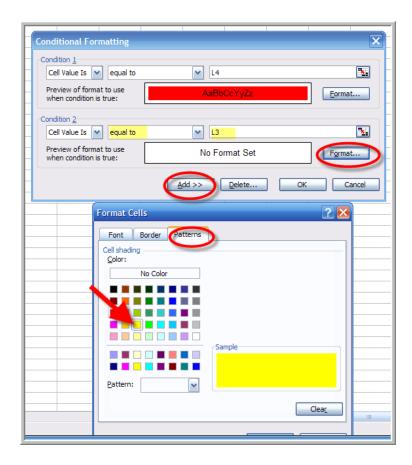
- 1. Highlight the Data cells.
- 2. Go to Format → Conditional Formatting



3. Cell Value is **EQUAL TO** → Type **L4** → Click **Format** → Click **Patterns** → Click **Red** → Click **OK** → Click **Add**



4. Cell Value is EQUAL TO → Type L3 → Click Format → Click Patterns → Click Yellow → Click OK → Click Add



5. Cell Value is **GREATER THAN OR EQUAL TO** → Type **L2** → Click **Format** → Click **Patterns** → Click **Green** → Click **OK** → **Click OK**

